



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION

## TRUST QUICK REFERENCE DUE DATES

### Documents required annually:

- Audited Financial Reports – 120 days after close of fiscal year.
- Actuary Report
- Annual Reports – due March 31st each year.
- Rates – due 15 days prior to implementation.
- Requests for distribution of surplus funds.
- Proof of Insurance: Specific;  
Aggregate;  
Fidelity Bond for Trust Fund, Administrator, and Marketers;  
Errors and Omissions for Claims Administrator, Marketers, and Administrators;  
and  
Director & Officers Liability.

### Documents required quarterly:

- Unaudited financial reports – due 30 days following end of quarter.
- Summary loss report – due 30 days following end of quarter.
- Board minutes – due 30 days following all Board Meetings and Annual Trust Meeting.

All reports should be directed to:

Attn: Paula Hinshaw  
Division of Workers' Compensation  
P.O. Box 58  
Jefferson City, MO 65102-0058

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Fax 573-751-2012  
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